

29 MAY 1980

MEMORANDUM FOR: Deputy Director for Science and Technology  
FROM : Deputy Director of Central Intelligence  
SUBJECT : FY 1980 DDS&T Annual Personnel Plan (APP) Analysis

1. I have read with interest your analysis of your FY 80 APP. I am pleased to note the success you report with the Upward Mobility Program in NPIC and the increases in on-duty strength of Asian American, Black and Hispanic professionals. You are urged to continue your affirmative action recruiting efforts with additional emphasis on minority technicals and women professionals. Of course, the accomplishments of your Career Service pursuant to our Affirmative Action and EEO goals will be measured in greater detail in the context of the Annual Report of the Director, EEO.

2. In addition, you are encouraged to make further use of OPPPM's personnel modeling capability to assist you in better projecting both losses of professionals and in more accurately establishing promotion goals.

3. There has been a significant increase in PRAs in your Career Service, and I share the concern expressed by the Director about the numbers of Personal Rank Assignments (PRAs) in the Agency, particularly those which have been extended beyond a period of two years. While the new SIS places a different focus on traditional slotting of individuals at that level, the fact still remains that Career Services reported a total of [ ] at the GS-15 level and below. I recognize that you require a certain degree of flexibility in the assignment of your personnel, but this flexibility should be exercised sparingly and only for limited periods of time. I am therefore asking that you reduce significantly the number of PRAs in your Career Service during this FY. I further ask that you concentrate on eliminating PRAs which have been in effect in excess of two years and that you insure your staffing complement accurately reflects your personnel assignments.

4. Although the number of reported counseling cases declined during the FY, the Director and I wish to be reassured that such cases have actually been rehabilitated and that significant improvement has taken place. I therefore ask that you personally satisfy yourself that problem cases are being dealt with effectively, and not ignored.

5. As the new Senior Officer Development Program becomes formalized, I urge you to continue to emphasize rotational assignments for developmental purposes.

6. At the time of our regularly scheduled quarterly CIA Goals meetings, please be prepared to discuss the progress concerning each of these topics.

*Signed*

Frank C. Carlucci

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Originator:

*A* Director of Personnel Policy,  
Planning, and Management

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OPPPM/PMES *[redacted]* w (5/9/80)

RETYPED: OPPPM,TJ (5/22/80)

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